



ASEM Work Placement Programme

Academic year 2022-2023

Call November 2022

COUNTRY SPECIFIC CRITERIA: BELGIUM/FLEMISH COMMUNITY

- The applicant should be enrolled in a full-time study programme in higher education of EQF-level 5, 6 or 7.
- To be eligible for an ASEM WPP grant, the applicant is not staying in the country of the host organization during the application procedure.
- Applicants can apply for a grant from the Flemish Government. This grant can only be used for traineeship mobility¹.

MODALITIES: BELGIUM/FLEMISH COMMUNITY

- The mobility under the ASEM Work Placement Programme 2022-2023 (Call November 2022) has to take place before 1st September 2023². The credits have to be assigned to the academic year 2022-2023.
- The work placement should be recognized by the home institution through credit transfer.
- The ASEM WPP 2022-2023 grant approval is based on the ‘first come, first served’ principle.
- The ASEM Work Placement Programme grant cannot be combined with another grant from the Flemish Government or VLIR-UOS.
- A grant is calculated according to the modalities below:
 - The reimbursement for travel expenses is calculated according to the following rules:

Distance to guest country (km)	Amount in Euro
100 - 499	180
500 - 1999	275
2000 - 2999	360
3000-3999	530
4000-7999	820
>= 8000	1500

- The grant amount is €700/month
- Flemish students from underrepresented groups receive an extra allowance of € 200/month on top of the regular allowance. This includes:
 - ✓ Students who receive a study allowance from the Flemish Government.
 - ✓ Students with a disability, recognized through the VAPH.
 - ✓ Working students. The student must be an employee or jobseeker, the training being part of a trajectory proposed by the employment agency. Moreover, the student may not yet have a master's degree or a second cycle diploma.

To prove that he/she belongs to an underrepresented group the student will have to upload a document from the representative official body stating this.

¹ Work placement: hands-on experience at the work place as integral part of the curriculum.

² In case of force majeure it is possible to postpone the mobility.

A month is defined as a period of 30 days even if the month counts 28, 29 or 31 days, with the exception of the last month of mobility which needs to be minimum 26 days.

E.g.: 15/09/2022 - 11/12/2023:

- 15/09-14/10 = 30 days = 1 month
- 15/10-14/11 = 30 days = 1 month
- 15/11-11/12 = 30 days - 3 days = 27 days (sufficient for the last month)

AVAILABLE BUDGET

- Call 1 - 20th May 2022, 2pm: opening of the call for applications for traineeships in the first semester of academic year 2022-2023. Applications for traineeship mobility in the second semester of 2022-2023 can be submitted, but will only be accepted as of June 16th onwards and only if the budget still allows. Budget: 90.000 euro.
- Call 2 - 14th November 2022, 2pm: opening of the call for applications for traineeships in the second semester 2022-2023. Budget: 60.000 euro.

APPLICATION PROCEDURE

STEP 1:

The home institution starts the application procedure for the ASEM WPP grant by filling in the online application form for every candidate.

The VLUHR secretariat will contact the home institution in case there are still open applications for the second semester that were already uploaded during the first semester. The home institution and the student will have to reconfirm the application by signing a confirmation of application. The confirmation of application needs to be uploaded in Placement-Online. The date and time of the upload will be taken into account for the 'first come, first served' principle.

STEP 2:

The applicant receives an email generated by the Placement-Online tool notifying him/her about the start of the application procedure and the next steps that he/she must complete.

STEP 3:

The applicant registers in the Placement-Online tool and completes his/her registration form.

STEP 4:

The applicant uploads all necessary documents:

- English language test results (IELTS, TOEFL or other) or a certificate provided by the home institution.
- The applicant completes the details about the traineeship company in Placement-Online.
- Training agreement - version November 2022 -, signed by all parties: trainee, home institution and traineeship institution/organization/company.
- Proof showing that the student belongs to an underrepresented group (if applicable).



STEP 5:

The secretariat will verify the completed trainee's file in the Placement-Online tool and check the availability of the budget.

Step 6:

If there is enough budget available and if the trainee's file is complete, the VLUHR secretariat will award a grant to the trainee. The trainee and the home institution will be notified about receiving the approval of the grant and of further steps to be taken for completion of the application before departure by email.

MORE INFORMATION

Should you have questions about the scholarship programme, please contact the VLUHR secretariat by email Chantal.dekeersmaecker@vluhr.be.

